

July 27, 2020

Office: 479-968-0319

Fax: 479-968-0644

www.atu.edu/academics

Colleagues:

The Academic Contingency Planning Group was formed by Academic Affairs to plan for the delivery of our curricula in the fall semester with the uncertainties that have been the hallmark of the COVID pandemic thus far. The Communications Subgroup, consisting of faculty, staff, and deans, was tasked with creating consistent messages to faculty and students.

To this end, the subgroup developed language for inclusion in all syllabi or as a handout in Blackboard for courses that have a face-to-face component (face-to-face or hybrid). The attached document, entitled COVID-19 Considerations, includes the language presented below to be used in your syllabus or course materials to establish the expectations of the behaviors of students while in any instructional space (classroom, lab, studio, etc.) to foster safety in these settings.

The steps outlined in the attached section summarize University policies that apply to students related to the wearing of masks, daily health screening, distancing, and reporting of positive cases.

In addition, all faculty should familiarize themselves with the section of the Student Handbook related to classroom behavior to understand the process by which they can address non-adherence to the University policies described in the syllabus. The excerpt below is from the 2019-2020 Student Handbook:

3. Classroom Behavior

Each member of the Arkansas Tech University community is obliged to conduct her/himself in a non-disruptive manner in the classroom. If a student is being disruptive, the instructor will address the situation, discussing behavioral expectations moving forward, and emphasize possible consequences for failing to comply. If the disruptive behavior persists, the student may be suspended on an interim basis from the class. Instructors may report excessive and/or repeated disruptive behavior through the Procedures for Addressing Violations of Academic Integrity and Classroom Behavior. This process includes an appeals process students may use to challenge perceived violations or excessive penalties. Students who exhibit disruptive behavior may also be referred to the Department of Student Conduct (see Article III, Section C of the Arkansas Tech University Student Handbook).

If a classroom incident constitutes an emergency (e.g., any immediate threat to life and/or property) and requires an immediate response from police, fire or emergency medical services, please call 911.

COVID-19 Considerations

In order to help keep our ATU community safe, healthy, and to prevent the spread of COVID-19, students must follow several steps:

1. Masks must be worn by all students in public spaces, including classrooms and laboratories. Any student showing up for class without a mask will be given the opportunity to retrieve one. Entry into classrooms and laboratories without a mask will be prohibited. Please refer to the guidance from CDC as to the proper use of cloth masks (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>). Note that CDC does not recommend the use of a face shield in the place of a cloth mask (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>).
2. All students are required to participate in a daily health self-screen (<https://www.atu.edu/pandemicrecovery/student-health-screening.php>). For students commuting to campus, please complete before coming to campus. For residential students, please complete each day before leaving your residence hall. If you do not own a thermometer, please have your temperature taken at one of the temperature testing sites listed in the student health screening document and repeated below:
 - Department of Public Safety available beginning July 6th (716 N El Paso Avenue); Monday-Friday; 8am-5pm
 - Health and Wellness Center available beginning August 3rd (outdoor tent station by north entrance of Doc Bryan Student Services Center); Monday-Friday; 8am-5pm
 - University Commons Clubhouse available beginning August 10th; Monday-Friday; 8am-10pm and Sunday; 5pm-10pm
3. All students must maintain at least 6 feet of distance from every person present in all instructional spaces used in this course (classrooms, laboratories, etc.).
4. Any student who tests positive for COVID-19 is asked to self-report to the ATU Health and Wellness Center by calling (479) 968-0329 or sending e-mail to hwc@atu.edu. Doing so will allow the university to communicate

directly with others who might have been exposed to the virus and take any appropriate cleaning and sanitizing measures.

Students are expected to abide by the above steps per the Student Handbook section on Classroom Behavior.

For more information about ATU COVID-19 policies, please refer to the ATU Pandemic Framework

(<https://www.atu.edu/pandemicrecovery/docs/Pandemic%20Framework-2020.pdf>) as well as the University's Pandemic Recovery webpage (<https://www.atu.edu/pandemicrecovery/>).

If you have any questions, please do not hesitate to contact the Dean of your respective college. Thank you for your continued commitment to Arkansas Tech University.

Sincerely,



Barbara J. Johnson, Ph.D.
Vice President for Academic Affairs

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